LEGISLATIVE RE	Sound		✓ Original	Amendment
2009 FEB -2	PM 5: 30	ouse of Representatives 110 th Congress		
U.S. HOUSE OF REP	RESERVATIVES	EMPLOYEE		

EMPLOYEE POST-TRAVEL DISCLOSURE FORM

This form is for disclosing the receipt of travel expenses from private sources for meetings, speaking engagements, fact-finding trips, or similar events undertaken in connection with official duties. This form does not eliminate the need to report all privately-funded travel on the annual Financial Disclosure Statements of those persons required to file them. In accordance with House Rule 25, clause 5, complete this form and file it with the Clerk of the House of Representatives, B-106 Cannon House Office Building, within 15 days after travel is completed. The Clerk is to make the second page of this form publicly available as soon as possible after it is filed.

Name of Traveler (print or type): Josh Saltzman
I certify that the information contained on all pages of this form is true, complete, and correct to the best of my knowledge. SIGNATURE OF TRAVELER: DATE: 02.02.09
I authorized this travel in advance. I have determined that all of the expenses listed on this form were necessary and that the travel was in connection with the employee's official duties and would not create the appearance that the employee is using public office for private gain.
NAME OF SUPERVISING MEMBER: Hon. Pete Sessions

DATE:

02/02/09

Version date 9/2008 by Committee on Standards of Official Conduct

SIGNATURE OF SUPERVISING MEMBER:



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V (Original Amendment
FORM	
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OC to Hot Spring	s, WV to Washington, DC
f necessary)	: See attached agenda
each item is	attached by checking the
ted by the t	rip sponsor, including all
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cted in the s	ponsor's agenda. (Signify
1.77	
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	f exact dollar amounts are rm once the correct amounts
xpenses	Total Meal Expenses
eals	
- 1	

EMPLOYEE POST-TRAVEL DISCLOSURE I

1. Name of Traveler	r (print or type): Josh S	Saltzma	n			
2. a. Name of Acco	a. Name of Accompanying Family Member (if any):					
			☐ Child ☐ Other (specify)			
3. a. Date of Depar	ture and Date of Return	n: 0 [,]	1/29/2009	\$ 5. St		
	72					
			eturn): Washington, DC to Hot Sprii			
5. Sponsor(s) (who	paid for the trip): Con	gressio	nal Institute			
6. Describe meeting	s and events attended	(attac	h additional pages if necessary	y): See attached agenda		
	a 28 ()		E 8	**		
corresponding be a. the Priva attachme b. the Trave c. the Com 8. a. I represent the that statemen b. If not, explain	exte Sponsor Travel Cents; eler Form completed by mittee on Standards' lent I participated in each is true by checking bene. ENSES: Obtain actual	rtification of the control of the co	pproving my participation on the activities reflected in the	trip sponsor, including all this trip. sponsor's agenda. (Signification of the sponsor's agenda.)		
	Expenses		Total Bodging Expenses	Total Wear Expenses		
For employee:	79.16		810.20 lodging and meals			
For accompanying family member:						
	Other Expenses (dollar amount)		pecific Nature of Expenses .g., taxi, parking, registration to	fee, etc.)		
For employee:						
For accompanying family member:				2 2.4		

U.S. House of Representatives

COMMITTEE ON STANDARDS OF OFFICIAL CONDUCT

Washington, DC 20515

January 16, 2009

Mr. Joshua M. Saltzman Office of the Honorable Pete Sessions 2233 Rayburn House Office Building Washington, DC 20515

Dear Mr. Saltzman:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Standards of Official Conduct hereby approves your proposed trip to Hot Springs, Virginia scheduled for January 29 to 31, 2009 sponsored by the Congressional Institute.

You must complete an Employee Travel Disclosure Form (which your employing Member must also sign) and file it with the Clerk of the House within 15 days after your return from travel. As part of that filing, you are required to attach a copy of this letter and the Private Sponsor Travel Certification Form, including all attachments. You must also include a copy of the Traveler Form completed by you and signed by your employing Member. If you are required to file an annual Financial Disclosure Statement, you must also report all travel expenses totaling more than \$335 from a single source on Schedule VII of that statement.

If you have any further questions, please contact the Committee's Office of Advice and Education at extension 5-7103.

Sincerely,

Jo Bonner

Ranking Republican Member

ZL/JB/slo

ofgren

hairwoman

U.S. House of Representatives Committee on Standards of Official Conduct

PRIVATELY SPONSORED TRAVEL: TRAVELER FORM For Members, Officers, and Employees

This form should be completed by House Members, officers, or employees seeking Committee approval of privately-sponsored travel or reimbursement for travel under House Rule 25, clause 5. The completed form should be submitted directly to the Committee by each invited House Member, officer, or employee, together with the completed and signed Private Sponsor Travel Certification Form and any attachments. A copy of this form, minus this initial page, will be made available for public inspection. Please type form. Form (and any attachments) may be faxed to the Committee at (202) 225-7392.

YOUR COMPLETED REQUEST MUST BE SUBMITTED TO THE COMMITTEE NO LESS THAN 14 DAYS BEFORE YOUR PROPOSED DEPARTURE DATE. Absent exceptional circumstances, permission will not be granted for requests received less than 14 days before the trip commences.

Name of Traveler: Joshua M.Saltzman
I certify that the information contained on both pages of this form is true, complete, and correct to the best of my knowledge. Signature: Name of Signatory (if other than traveler):
For staff, name of employing Member/Committee: Rep. Pete Sessions
Office address: 2233 Rayburn HOB
Phone number: 202.225.2231
Email address of contact person: Josh.Saltzman@mail.house.gov
☐ Check this box if the sponsoring entity is a media outlet and the traveler is a Member traveling to make a media appearance sponsored by that entity <u>and</u> these forms are being submitted to the Committee less than 14 days before the trip departure date.
NOTE: You must complete the contact information fields above, as Committee staff may need to contact you if additional information is required.
If there are any questions regarding this form please contact the Committee:
Committee on Standards of Official Conduct

Version date 9/2008 by Committee on Standards of Official Conduct

U.S. House of Representatives

HT-2, The Capitol Washington, DC 20515 (202) 225-7103 (phone) (202) 225-7392 (fax)

U.S. House of Representatives Committee on Standards of Official Conduct

PRIVATELY SPONSORED TRAVEL: TRAVELER FORM

Name of Traveler: Josh Saltzman
Sponsor(s) (who will be paying for the trip): Congressional Institute
Travel destination(s): Was, DC - Hot Springs, Va - Was, DC
a. Date of Departure and Date of Return: 1/29 - 1/31
b. Will you be extending the trip at your personal expense? ☐ Yes ☑ No
If yes, dates at personal expense:
a. Will you be accompanied by a family member at the sponsor's expense? Yes No
b. If yes, name of accompanying family member:
c. Relationship to traveler: Spouse Other (specify):
a. Did the trip sponsor answer "yes" to Question 9(c) on the Trip Sponsor form (i.e., the travel is being sponsored by an entity that employs a lobbyist)? \square Yes \square No
b. If yes, check one of the following: \square N/A – Sponsor checked 9(a) or 9(b)
(1) Approval for one-night's lodging and meals is being requested: \square or
(2) Approval for two-nights' lodging and meals is being requested:
If "(2)" is checked, explain why the second night is warranted:
Private Sponsor Travel Certification Form is attached, including agenda, invitee list, and any other attachments (indicate that form is attached by checking box):
Explain why participation in the trip is connected to your individual official or representational duties:
Educational conference for Members and Leadership staff in preparation for the balance of the 111th Congress.
FOR STAFF:
TO BE COMPLETED BY YOUR EMPLOYING MEMBER:
I hereby authorize the individual named above, an employee of the U.S. House of Representatives w
works under my direct supervision, to accept expenses for the trip described in this request. I had determined that the above-described travel is in connection with my employee's efficient duties and the determined that the above-described travel is in connection with my employee's efficient duties and the determined that the above-described travel is in connection with my employee's efficient duties and the determined that the above-described travel is in connection with my employee's efficient duties and the determined that the above-described travel is in connection with my employee's efficient duties and the determined that the above-described travel is in connection with my employee's efficient duties and the determined that the above-described travel is in connection with my employee's efficient duties and the determined that the above-described travel is in connection with my employee's efficient duties and the determined that the above-described travel is in connection with my employee's efficient duties and the determined that the above-described travel is in connection with the described travel is in connection with the described travel is a second to the determined that the described travel is a second to the determined that the described travel is a second to the determined that the described travel is a second to the determined that the described travel is a second to the determined that the described travel is a second to the determined that the described travel is a second travel in the described travel in the described travel is a second travel in the described travel in the described travel is a second travel in the described travel in the d
determined that the above-described travel is in connection with my employee's official duties and t acceptance of these expenses will not create the appearance that the employee is using public office
works under my direct supervision, to accept expenses for the trip described in this request. I had determined that the above-described travel is in connection with my employee's official duties and to acceptance of these expenses will not create the appearance that the employee is using public office private gain.

NOTE: This page must be submitted with your post-travel disclosure form within 15 days of your return, so you should maintain a photocopy of the completed form for your records.

U.S. House of Representatives Committee on Standards of Official Conduct

PRIVATE SPONSOR TRAVEL CERTIFICATION FORM (provide directly to each House invitee)

This form should be completed by private entities offering to provide travel or reimbursement for travel to House Members, officers, or employees under House Rule 25, clause 5. A completed copy of the form (and any attachments) should be provided to each invited House Member, officer, or employee, who will then forward it to the Committee together with a Traveler Form. The trip sponsor should NOT submit the form directly to the Committee. You must answer every question on the form.

1.	Sponsor(s) (who will be paying for the trip): The Congressional Institute
2.	I represent that the trip will not be financed (in whole or in part) by a federally-registered lobbyist or registered foreign agent (Signify that the statement is true by checking box):
3.	I represent that the trip sponsor(s) has not accepted from any other source funds earmarked directly or indirectly to finance any aspect of the trip (Signify that the statement is true by checking box):
4.	Is travel being offered to an accompanying family member of the House invitee(s)? Yes No
5.	Provide names and titles of ALL House invitees; for each invitee, provide explanation of why the individual was invited (include additional pages if necessary): See attached See attached
6.	Dates of travel: January 29-31, 2009
7.	Cities of departure – destination – return: Washington D.C Hot Springs, VA - Washington D.C.
8.	Attached is a detailed agenda of the activities taking place during the travel (i.e., an hourly description of planned activities) (Signify "yes" by checking box):
9.	I represent that (check one of the following): a. The sponsor of the trip is an institution of higher education within the meaning of section 101 of the Higher Education Act of 1965: ρr
	b. The sponsor of the trip does not retain or employ a registered federal lobbyist or foreign agent: or or c. The sponsor employs or retains a registered federal lobbyist or foreign agent, but the trip is for attendance at a one-day event and lobbyist/foreign agent involvement in planning, organizing, requesting, or arranging the trip was de minimis under the Committee's travel regulations.
10	
	If travel is for participation in a one-day event (i.e., if you checked Question 9(c)), check one of the following: a. N/A – I checked 9(a) or (b) above: I
	b. One-night's lodging and meals are being offered: or
	c. Two-nights' lodging and meals are being offered: If "c" is checked, explain why the second night is warranted:

1	1. Check one:
	a. I represent that a federally-registered lobbyist or foreign agent will not accompany House Members of
	employees on any segment of the trip (Signify that the statement is true by checking box): or
	b. N/A – trip sponsor is an institution of higher education.
	of 1971 the sponsor is an institution of nigher education.
1	 Private sponsors must have a direct and immediate relationship to the purpose of the trip or location being visited. Describe the purpose of the trip and the role of each sponsor in organizing and conducting the trip:
	The Congressional Institute president and staff organize, manage and control the event. The
	purpose of the Congressional Institute, a 501(c)(4) organization is to promote public education
	about Congress and to hold educational conferences for Members of Congress, staff and others.
1:	3. a. Describe the mode of travel (air, rail, bus, etc.). For air travel, also indicate the type of aircraft (commercial, charter, or privately owned) and class of travel (coach, business class, first class, etc.): Coach Bus
	b. If travel will be first class or by chartered or private aircraft, provide an explanation describing why such travel is warranted:
	To restrict the second
14	I represent that the expenditures related to local area travel during the trip will be unrelated to personal or recreational activities of the invitee(s). (Signify that the statement is true by checking box):
15	. I represent that either (check one of the following):
	a. The trip involves an event that is arranged or organized without regard to congressional participation and that meals provided to congressional participants are similar to those provided to or purchased by other event attendees: or
	b. The trip involves events that are arranged <i>specifically with regard</i> to congressional participation: If "b" is checked, detail the cost per day of meals (approximate cost may be provided): Meals are part of a negotiated a package rate to minimize expenses. See number 18.
16.	Reason for selecting the location of the avent and in Poloting provincit at the line and
	Reason for selecting the location of the event or trip: Relative proximity to Washington DC, security, capacity and capability to handle large event.
	capacity and capability to handle large event.
17.	Name of hotel or other lodging facility: The Homestead, Hot Springs, VA
18.	Cost per night of hotel or other lodging facility (approximate cost may be provided): Lodging and meals are a
	package rate - \$810.20 for two nights. Additional \$367.70 for two nights for double occupancy.
10	
17.	Reason(s) for selecting hotel or other lodging facility: Relative proximity to Washington DC, security for
	the Members, capacity and capability to handle large event, off-season dates result in
	significantly lower rates, and a history of holding a successful event there in 2003.

20. TOTAL EXPENSES FOR EACH PARTICIPANT:

actual amounts good faith estimates	Total Transportation Expenses per Participant	Total Lodging Expenses per Participant	Total Meal Expenses per Participant
For each Member, Officer, or employee	79.16	\$810.20 lodging and meals	
For each accompanying family member	\$79.16	\$367.70 lodging and meals	

719	Other Expenses (dollar amount)	Identify Specific Nature of "Other" Expenses (e.g. taxi, parking, registration fee, etc.)
For each Member, Officer, or employee	- 4	
For each accompanying family member		

21.	I represent that all expenses connected to the trip will be for actual costs incurred and not a per die	m or lump
	sum payment (signify that the statement is true by checking box):	op
	A / 1	

22.	I certify that the information contained in this formats true, compare, and correct to the best of my knowledge.
	Signature: Mak Strand
	Name and title: Mark Strand, President
	Organization: The Congressional Institute
	Address: 1001 N. Fairfax Street, STE 410, Alexandria, VA 22134
	Telephone number: 703-837-8812
	Fax number: 703-837-8817
	Email Address: strand@conginst.org

The Committee staff may contact the above individual if additional information is required.

If there are any questions regarding this form please contact the Committee at the following address:

Committee on Standards of Official Conduct U.S. House of Representatives HT-2, The Capitol Washington, DC 20515 (202) 225-7103 (phone) (202) 225-7392 (general fax)

Version date 8/2008 by Committee on Standards of Official Conduct



Congress of Tomorrow 2009

House Conference Retreat DRAFT AGENDA

Thursday, January 29, 2009

10:00 - 11:15 AM Registration

Rayburn Horseshoe

10:45 AM

Luggage Truck Departs

Rayburn Horseshoe

11:30 AM

Buses Depart for The Homestead

Rayburn Horseshoe

Bus ride is 4 hours. Box lunches available on bus.

3:45 PM

Bus arrives at The Homestead

4:15 PM

Opening Session

Grand Ballroom East

(2 minutes)

Welcome by Mark Strand, President of the Congressional Institute Remarks by Rep. Goodlatte, Leader Boehner, Chairman Pence

4:17 PM (10 minutes)

Conference Communications Overview for 2009 Grand Ballroom East

Chairman Pence

4:30 PM

Open Microphone with Members

Grand Ballroom East

5:15 PM

(45 minutes)

General Session 1

(45 minutes)

Chairman Sessions

Grand Ballroom East

6:15 PM

Reception

Grand Ballroom Foyer

7:00 PM

Dinner with Congressional Institute Guests

Grand Ballroom West

Welcome by Mike Johnson, Chairman of the Congressional Institute

Keynote Speaker: Hon. Newt Gingrich

Friday, January 30, 2009

7:30 AM

Catholic Mass

Hunt Room

7:30 AM

Bible Study

TBD

Led by: Chuck Colson, Prison Fellowship Ministries (INVITED)

7:30 AM

Buffet Breakfast

Dining Room

^{**} Please note the timing to the sessions are subject to change **

8:15 AM

Landscape Session

Grand Ballroom East

(1 hour)

David Winston, The Winston Group

Linda DiVall, American Viewpoints

Kellyanne Conway, the polling company, inc./WomanTrend (INVITED)

9:30 AM

Issue Breakout Session

(45 minutes)

* War on Terror: Drs. Frederick Kagan and Kimberly Kagan

* Energy: James Woolsey (INVITED)

TBD

* Healthcare: Regina E. Herzlinger

Blue Ridge Room

* Middle-East: Speaker TBD

TBD

10:30 AM

Messaging Session

Grand Ballroom East

(45 minutes)

Frank Luntz, Luntz Maslansky Strategic Research

11:30 AM

Capitol Hill Media Panel

Grand Ballroom East

(45 minutes)

Panelists:

Jonathan Karl, ABC (INVITED) Kelly O'Donnell, NBC (INVITED) Sharyl Attkisson, CBS (INVITED) Dana Bash, CNN (INVITED) Mike Allen, Politico (INVITED)

Morton Kondracke, Roll Call (INVITED)

12:30 PM

Lunch

Grand Ballroom West

(90 minutes)

The Future of the Party

Mike Huckabee, Former Governor of Arkansas (INVITED) Mitt Romney, Former Governor of Massachusetts (INVITED)

Bobby Jindal, Governor of Louisiana (INVITED) Sarah Palin, Governor of Alaska (INVITED)

Mark Sanford, Governor of South Carolina (INVITED) Tim Pawlenty, Governor of Minnesota (INVITED)

Rudy Giuliani, Former Mayor of New York City (INVITED) Arnold Schwarzenegger, Governor of California (INVITED)

2:15 PM

Leadership Retreat Review

Grand Ballroom East

(30 minutes)

Led by: Leadership Team

3:00 PM

New Media Session

Grand Ballroom East

(45 minutes)

Moderated by: Vice Chair McMorris Rodgers Panelists:

Cyrus Krohn, RNC (INVITED) Patrick Ruffini, Engage (INVITED) Rich Thau, Presentation Testing

Auren Hoffman, Rapleaf

4:00 PM

Sunday Show Media Panel

Grand Ballroom East

(45 minutes)

Panelists:

David Gregory, Meet The Press (INVITED) Bob Schieffer, Face The Nation (INVITED)

** Please note the timing to the sessions are subject to change **

George Stephanopoulos, This Week (INVITED)

John King, Late Edition (INVITED)

Brit Hume, Fox News Sunday (INVITED)

5:00 PM

Social Values Panel

Grand Ballroom East

(45 minutes)

Panelists:

Chuck Colson, Prison Fellowship Ministries (INVITED)

Franklin Graham, Billy Graham Evangelistic Assn/Samaritan's Purse

(INVITED)

Rick Warren, Saddleback Ministries (INVITED)

6:15 PM

Reception

Grand Ballroom Foyer

7:00 PM

Dinner

Grand Ballroom West

Keynote Speaker: Dennis Miller, Politics and Culture: Where They Intersect

and How to Tell the Difference (if you can) (INVITED)

Video Tribute (Details TBA)

Saturday, January 31, 2009

7:30 AM

Catholic Mass

Hunt Room

7:30 AM

Breakfast

Dining Room

8:00 AM

Breakout Sessions

(45 minutes)

* Facebook Study: Rich Thau, Presentation Testing

Stratford Room

* Ethics Primer: Jan Baran, Wiley Rein LLP * Floor Tactics Training: Speaker: TBD

Piedmont Room Blue Ridge Room

* Tele-Townhalls: Speaker: TBD

TBD

9:00 AM

Talk Radio Panel

Grand Ballroom East

(45 minutes)

Panelists:

Hugh Hewitt, Townhall.com (INVITED)

Michael Medved, The Michael Medved Show (INVITED)

10:00 AM

Economy Panel

Grand Ballroom East

(45 minutes)

Panelists:

Steve Moore, Wall Street Journal

Amity Shlaes (INVITED)

11:30 AM

Buffet Lunch

Grand Ballroom West

(1 hour)

Open Microphone Session with Entire Conference

12:30 PM

Depart for Washington

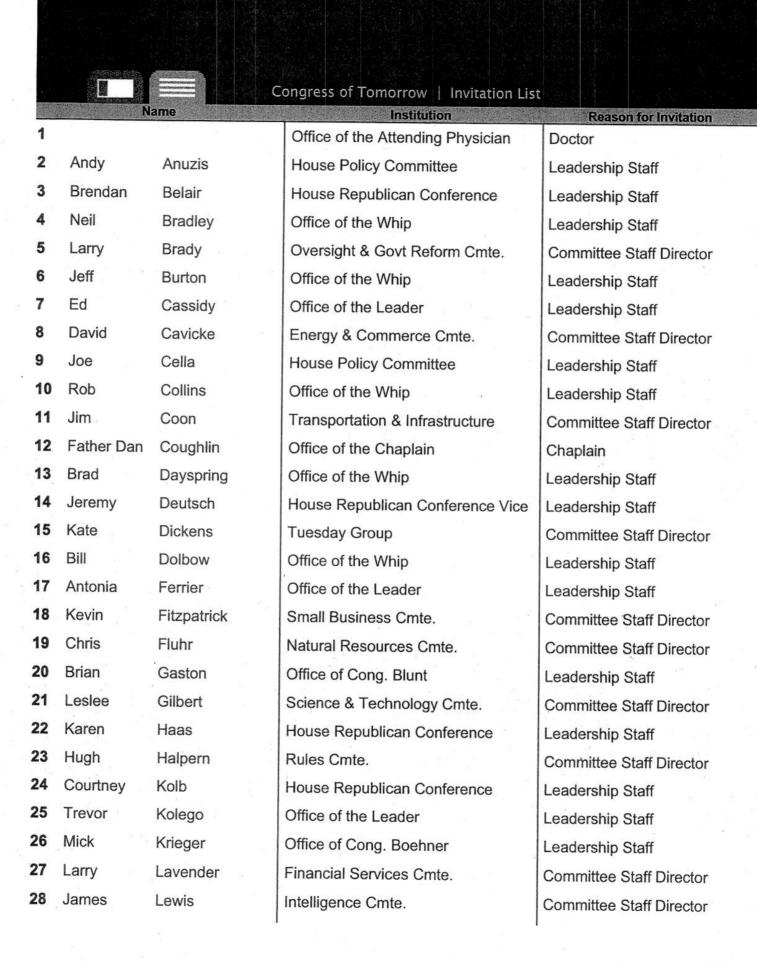
Main Entrance

4:30 PM

Pick Up Luggage

Rayburn Horseshoe

^{**} Please note the timing to the sessions are subject to change **





Congress	of Tomorrow	Invitation List
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			ongress of Tomorrow Invitation List	
29	Matt	ame Lira	Institution	Reason for Invitation
30	Matt		Office of the Whip	Leadership Staff
		Lloyd	House Republican Conference	Leadership Staff
31	Melanie	Looney	House Republican Conference	Leadership Staff
32	Amy	Lozupone	Office of the Leader	Leadership Staff
33	Danielle	Maurer	Office of the Leader	Leadership Staff
34	Matt	McGinley	Republican Study Committee	Leadership Staff
35	Sean	McLaughlin	Judiciary Cmte.	Committee Staff Director
36	James	Min	Office of the Deputy Whip	Leadership Staff
37	Brian	Monahan	Office of the Attending Physician	Doctor
38	John	Murray	Office of the Whip	Leadership Staff
39	Val	Nelson	Office of the Whip	Leadership Staff
40	Kyle	Nevins	Office of the Whip	Leadership Staff
41	Paula	Nowakowski	Office of the Leader	Leadership Staff
42	Robert	O'Connor	Homeland Security Cmte.	Committee Staff Director
43	Josh	Pitcock	House Republican Conference	Leadership Staff
44	Will	Plaster	House Adminstration Cmte.	Committee Staff Director
45	Yleem	Poblete	Foreign Affairs Cmte.	Committee Staff Director
46	Patrick	Rothwell	House Policy Committee	Leadership Staff
47	Josh	Saltzman	Office of Cong. Sessions	Leadership Staff
48	Dave	Schnittger	Office of the Leader	Leadership Staff
49	Nicole	Scott	Agriculture Cmte.	Committee Staff Director
50	Emily	Seidel	House Republican Conference	Leadership Staff
51	Jeff	Shockey	Appropriations Cmte.	Committee Staff Director
52	Marc	Short	House Republican Conference	Leadership Staff
53	Bob	Simmons	Armed Services Cmte.	Committee Staff Director
54	Kevin	Smith	Office of the Leader	Leadership Staff
55	Kingston	Smith	Veterans Affairs Cmte.	Committee Staff Director
56	Bill	Smith	House Republican Conference	Leadership Staff
		a e	,	



Congress of Tomorrow | Invitation List

		Name -	Institution	Reason for Invitation
57	Austin	Smythe	Budget Cmte.	Committee Staff Director
58	Mike	Sommers	Office of the Leader	Leadership Staff
59	Jo-Marie	St. Martin	Office of the Leader	Leadership Staff
60	Mike	Steel	Office of the Leader	Leadership Staff
61	Steve	Stombres	Office of the Whip	Leadership Staff
62	Katie	Strand	House Republican Conference	Leadership Staff
63	Sally	Stroup	Ed & Labor Cmte.	Committee Staff Director
64	Paul	Teller	Republican Study Cmte.	Committee Staff Director
65	Anne	Thorsen	Office of the Leader	Leadership Staff
66	Jon	Traub	Ways & Means Cmte.	Committee Staff Director
67	Todd	Ungerecht	Ethics Cmte.	Committee Staff Director
68	Russ	Vought	House Republican Conference	Leadership Staff
69	John	Walker	House Republican Conference	Leadership Staff
70	Kristi	Way	Office of Cong. Cantor	Leadership Staff
71	Seth	Webb	Financial Services Cmte.	Committee Staff Director
		1	L 10	